

**MINUTES OF THE REGULAR MEETING OF COUNCIL
MONDAY SEPTEMBER 10, 2007 at 7:00 p.m.
HELD AT THE LATCHFORD COMMUNITY RECREATION CENTRE**

1. Call to order and mayoral comments.

PRESENT:

Council: Mayor Peter Davies, Councillor Larry Anderson, Councillor Mac Hamilton, Councillor Gordon Lomax, Councillor Maxine Cannon, Councillor Mike Cole, Councillor Jim Bennett

Staff: Betty Gibson, Clerk-Treasurer

Public: There were approximately 13 people in attendance.

Press: None

2. Adoption of the agenda as circulated

Resolution No.: 07/346

Moved By: Larry Anderson

Seconded By: Mac Hamilton

Be it resolved that the September 10th, 2007 Agenda be adopted as circulated, and amended

CARRIED

**3. DECLARATION OF PECUNIARY INTEREST/CONFLICT OF INTEREST:
NONE**

4. Adoption of the Minutes

Resolution No.: 07/347

Moved By: Mike Cole

Seconded By: Jim Bennett

Be it resolved that the minutes of the In-Camera and Regular and Special Council Meetings held August 10th, August 15th, and August 28th, 2007 be adopted as circulated by the Clerk.

CARRIED

**5. DELEGATIONS:
NONE**

6. COUNCIL COMMITTEE/MAYOR/CLERK REPORTS:

Councillor Larry Anderson

Public Works:

- No problems with Public Works.

Councillor Mac Hamilton:

- Waterfront docks installed by Public Works Department and Andrew Healy, which were appreciated during the recent Bass Tournament. Costs covered by the NOHFC Grant. Some work required to prevent wind damage.
- Town Office staining project is ongoing as it has been decided to consult further with experts in wood buildings in order to preserve the original appearance as much as possible.

- More vandalism at Veterans' Park – rails were broken and will be repaired later this week. A proposal to install night light is being costed.
- Latchford 9-1-1 Services has now been switched to the OP.P. Fire dispatch will be provided by the Timmins Police Service. Any service problems should be directed to the number advertised in local media.
- Meetings have been held with Temagami, Latchford, Coleman and Cobalt to coordinate a Joint Economic Development Initiative Team in the south section of Timiskaming and north Nipissing. The intent is to demonstrate cooperation between these communities for development ideas and partnership funding purposes. The Chair is the Mayor of Temagami.
- Strategic Development Plan: This plan centres on Latchford's future. A public meeting was held two weeks ago; the public is invited to participate. Andre Healy is the coordinator. This plan is key to obtaining government attention and financial assistance in the future. Grants are difficult to obtain for communities that have no strategic plan.
- Building Upgrades: Paperwork and budget entries related to upgrades at the Fred Keenan Centre are finalized and a meeting will be held soon.

Councillor Maxine Cannon:

- Meetings have not yet reconvened after the summer break, but will begin soon.
- Attended a Seniors meeting and happy to advise that she can remain a member of the Seniors' Action Group.

Councillor Gord Lomax:

Tourism

- Veterans Park is attracting more visitors since it was beautified for the Centennial Celebrations. Unfortunately, recently vandals broke more fence boards. Mr Remillard's Report recommended that a light be installed near the shelter for added security. Administration will research solutions and costs for Council decision at our next regular meeting.
- Downtown Park Improvement Plans are being drawn up by Andrew Healy for Council approval when the NOHFC Grant Applications are approved.
- A popular new connecting dock access to the Town's 105 foot dock was finished before the successful Latchford sponsored Bass Tournament took place in August. Dock usage has increased. One regular Lady Evelyn boater advised he prefers a Latchford launch versus the facilities at Mowat Landing. Now that we have access to these docks by foot, their condition, safety, security and management are being addressed.
- The Town's eastern 105 foot dock is in bad shape, and people should use it at their own risk while we apply for funds to repair it next year.
- Our participation in the International Plowing Match being held in northern Ontario for the first time in 2009 is requested in the form of a Quilt Block Project coming up later on the agenda.
- Tourism developments will be analysed fully along with all other possibilities throughout the Latchford's Strategic Planning Process. Following Andrew Healy's Process, outlined at the Special Meeting of Council here on August 28th, the Strategic Planning Committee will be formed here tonight.

Greenwood Park

- Andrew awaits Ontario Parks' approval of the Park Management Plan that he authored and submitted last month. Once approved the first News Letter will be sent out to all residents and stakeholders providing up to the minute information, outlining the public process, the comment period, etc as well as seeking "Friends of the Park". Meanwhile, many details are being worked on such as the Park Entrance Sign, meetings with Bear Island Native Representatives, sawing Finlayson Park pine windfalls, etc.

AMO Ottawa Conference in August

- Our meetings with the Ministers Ramsay and Bradley and Parliamentary Assistant Bill Mauro stimulated ongoing dialog about their Latchford support which is already showing results, to be announced soon.
- New contacts, funding arrangements, new products and sharing ideas with over 1000 other delegates with similar circumstances helped me find new solutions/approaches for our municipality. The Town acquired new analysis software called MIDAS. This all made attending the Conference worthwhile

Councillor Jim Bennett:

As Chair of Finance, my Co-Chair, Councillor Hamilton and I have the added responsibility of ensuring General Governance. We have recently completed the 2007 Budget and Staff salary review.

My comments are in no way meant to minimize the staff's efforts!

Business Licences:

Through investigation and in discussion with local businesses on the business licence issuance/renewal process, it appears the town has not been consistent with the Business Licence renewal process and the Town does not have/or maintain an accurate list of established businesses.

Recommendations:

- The Town of Latchford establish/maintain an updated list of businesses
- The Town review its practice of renewing/issuing Business Licences
- The Town follow the By-Law or amend as required

Town Storage Facility:

As a result of the latest incident a number of issues surrounding the storage facility have arisen.

Recommendations:

- Policies be established in the rental of town facilities or equipment, storage of hazardous goods etc
- Payment structure/policies for all facilities/equipment are reviewed and established
- Access policies to facilities, key holders list created, after hours visits to facilities guidelines be established

Staff Training/Documentation/Hiring Practices:

Staff training has been brought up in Council on different occasions – the training and subsequent documentation of full time, part time and student staff and the record keeping policies be reviewed. Hiring Practices By-Law; the By-Law requires police/background checks be completed.

Recommendations:

- Review staff training requirements – chainsaw, WHIMIS etc.
- Document and add to personnel files
- Hiring By-Law follow and place documentation into personnel files

My comments are in no way meant to minimize the staff's efforts!

Office Policies/Procedures:

Employee Policy Manual – Recent review of travel expenses must be adjusted. The Clerk Treasurer has submitted the Employee Policy a number of times for review with limited response (s) from Council. Items to note - limit access to computers by students; review purchasing and surplus equipment practices and understanding the By-Law.

Recommendations:

- Earmark the Employee Policy Manual and make additional effort to put it behind us – to further support our Clerk and the staff!
- Guidelines to establish access to computers by summer students
- Review with staff the purchasing and surplus equipment By-Law.

Audit of Office Equipment and Service Agreements:

I have completed the Audit of all office equipment and Service Agreements – as a result of findings a third party MIKROLINK Computers was contracted to validate the technical data. It was recommended the report be disclosed In-Camera.

Agreements:

The on-going work in the office and projects assigned to public works place incredible demands on our limited resources...an example of this; the time and effort to search out and develop a “Storage Facility Agreement”...The people of this Town need to know that the staff and council endeavour every day to make this community a better place to live in! Regrettably the day of the handshake is no-more...in order that we provide good Governance we have to ensure policies are in place, established and adhered to – i’s dotted and t’s crossed!

Councillor Mike Cole

- No report

Mayor Peter Davies:

- The Fall is here and besides cooler temperatures comes a Provincial Election. On the Federal scene there has been a Cabinet Shuffle. In Latchford also, there will be some changes made to the committees and to committee structure.
- This is silly season in politics where no announcements can be made during the election period. It would not want to be seen that the incumbent government was trying to buy votes. As a local elected politician put it “the flurry of recent announcements are the result of requests and applications made over the last year and we have to get them out before the election”. This is true and makes sense. So, as a result I have no good news for you this week except to say that we have received notice that must remain secret that we have been approved for two grants. These grants total over \$100,000.00 but that is a secret until after the election. Also the ministry making the grant cannot be named so you will have to stay tuned until after the election to find out the details and how The Town of Latchford will greatly benefit from these funds.
- The Labour Day Weekend Corn Roast went well with over forty people in attendance. This year the weather cooperated and a good time was had by all. It was a great opportunity to come out and meet your neighbours. I want to point out to individuals that the corn roast is not put on by the town. While it is true that the Recreation Committee donated the chips for the kids, the event is sponsored by me and my wife, and we intend to keep doing it.
- Being Mayor you sometimes receive concerns. It has been noted that some councillors have been missing a lot of consecutive meetings this year. It was also pointed out that in perhaps a former, not too distant, council these councillors would have been dismissed as per policy. This may be true; I have some comments on participation that I would like to make. I would like to say that every councillor here is a valuable member of this council. Those that are engaged in employment that takes them away are still valuable contributors to the process of municipal government. We thank you and we have no intention of asking you to step down. It is a situation that must be dealt with in almost all municipalities. Whether it is a mayor of a municipality that misses months through sickness or a councillor of another municipality who flies south for the winter, it is life. It does not mean that they do not contribute to their respective towns. However, mayors and councillors receive a stipend. They are paid to do their jobs with public money, and this is serious business. The last time I looked that was a stipend and not a pension. Not paying these elected officials is not an option. However once they receive that pay nothing prevents them from donating the monies back to the municipality, say for sports, heritage or recreation. It is an option that I would hope all elected public servants would consider. It is like double dipping - just because you can do it certainly does not mean that you should do it. Let’s not forget where the money comes from – when in doubt take the moral high ground. Something that we should all strive to do.

7. CORRESPONDENCE

A. Action Items

1. Quilt Blocks

Resolution No. 07/348

Moved By: Mike Cole

Seconded By: Jim Bennett

Be it resolved that the memo from the Clerk and attachments re: International Plowing Match – Beautification Committee Quilt Block Project be received and Council approve participation in the project and the Latchford Heritage Board will choose the patterns.

CARRIED

2. Land Claim Negotiations

Resolution No. 07/349

Moved By: Maxine Cannon

Seconded By: Larry Anderson

Be it resolved that the resolution from the Township of Tyendinaga re: Municipal void in Land Claim Negotiations be received and supported.

CARRIED

3. Small Waterworks Assistance Program

Resolution No. 07/350

Moved By: Mac Hamilton

Seconded By: Larry Anderson

Be it resolved that the letter from the Ministry of Public Infrastructure Renewal regarding the Ontario Small Waterworks Assistance Program be received and the Clerk be directed to submit an expression of interest by October 31, 2007.

CARRIED

4. Canada's Citizenship Week

Resolution No. 07/351

Moved By: Jim Bennett

Seconded By: Gord Lomax

Be it resolved that the letter from the Ministry of Citizenship and Immigration re: Canada's Citizenship Week be received and Council does proclaim the week of October 15 – 21, 2007 as Citizenship Week.

CARRIED

5. Ontario 9-1-1 Advisory Board

Resolution No. 07/352

Moved By: Mike Cole

Seconded By: Jim Bennett

Be it resolved that the letter from Ontario 9-1-1 Advisory Board requesting financial support be received and filed.

CARRIED

6. William Squibb Tax Rebate

Resolution No. 07/353

Moved By: Larry Anderson

Seconded By: Maxine Cannon

Be it resolved that the letter from William Squibb & Associates re: Pre Booking for Fall Reviews be received and filed.

CARRIED

7. Dump Cards

Resolution No. 07/354

Moved By: Larry Anderson

Seconded By: Mac Hamilton

Be it resolved that the email from Councillor Anderson recommending that dump cards and policies be sent out with the next tax bills be received and supported.

CARRIED

8. JEPP Funding

Resolution No. 07/355

Moved By: Mike Cole

Seconded By: Jim Bennett

Be it resolved that the letter from the Ministry of Community Safety and Correctional Services re: JEPP Funding Program be received and the Clerk be directed to submit an application for emergency management.

CARRIED

9. Emergency Response Plan

Resolution No. 07/356

Moved By: Mac Hamilton

Seconded By: Larry Anderson

Be it resolved that the letter from the Ministry of Community Safety and Correctional Services re: Municipal Emergency Response Plans and the Freedom of Information and Protection of Privacy Act be received and the Emergency Management Coordinator and Staff will review the Town's Plan and ensure any personal information be excluded and the revised "public" version be resubmitted to EMO.

CARRIED

B. Information Items

Resolution No. 07/357

Moved By: Mike Cole

Seconded By: Maxine Cannon

Be it resolved that the following Information Items be noted and filed.

1. Invitation to Far Northeast Training Board's 10th Anniversary.
2. Thank you card from the Suy Family.
3. Building Inspection Report.
4. City of Temiskaming Shores re: POA.
5. DTSSAB re: Services.
6. South Temiskaming community Futures minutes of August 16, 2007 meeting.
7. Sudbury International Film Festival re: TV Bingo.
8. Timiskaming Health Unit re: Fetal Alcohol spectrum Disorder.
9. Latchford Ratepayers' re: By-law to designate areas for use as public parkland and parkland development use as determined by Council.
10. Latchford Ratepayers' Assoc. re: Request for Information.

CARRIED

8. ONGOING BUSINESS

1. Official Plan Amendment / Zoning By-law

Ongoing.

2. Dispatch Service

An agreement for provision of Fire Dispatch Service will be prepared.

3. Green Solutions

Mayor Davies will be providing a report.

4. Strategic Plan

Resolution No. 07/358

Moved By: Larry Anderson

Seconded By: Mac Hamilton

Be it resolved that a Strategic Planning Committee be formed made up of all members of Council, Andrew Healy, and Diane Hollinger, and Senior Staff.

CARRIED

5. Audit of Business Equipment, Programs etc.

Councillor Bennett, Chair of General Government is carrying out an audit of all office equipment, programs, etc.

9. NEW BUSINESS

10. BY-LAWS

By-Law No. 808/07

Resolution No. 07/359

Moved By: Mike Cole

Seconded By: Gord Lomax

Be it resolved that By-Law No 808/07 being a by-law to designate areas within the Town of Latchford for use as public parkland and parkland development use as determined by Council be taken as read a third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 818/07

Resolution No. 07/360

Moved By: Maxine Cannon

Seconded By: Gord Lomax

Be it resolved that By-Law No 818/07 being a by-law to prescribe a tariff of fees for the processing of applications made in respect to planning matters be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 819/07

Resolution No. 07/361

Moved By: Mac Hamilton

Seconded By: Larry Anderson

Be it resolved that By-Law No 819/07 being a by-law to establish a policy with respect to rental of various equipment and to set fees for equipment rentals be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 820/07

Resolution No. 07/362

Moved By: Mike Cole

Seconded By: Jim Bennett

Be it resolved that By-Law No 820/07 being a by-law to authorize the execution of the Joint Municipal Services Board and Funding Agreement with the Corporation of the Township of Armstrong be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 821/07

Resolution No. 07/363

Moved By: Jim Bennett

Seconded By: Mike Cole

Be it resolved that By-Law No 821/07 being a by-law to adopt a Winter Storage Agreement be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 822/07

Resolution No. 07/364

Moved By: Mac Hamilton

Seconded By: Larry Anderson

Be it resolved that By-Law No 822/07 being a by-law to authorize the execution of a 9-1-1 CERB Services Agreement with the Commissioner of the Ontario Provincial Police be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 823/07

Resolution No. 07/365

Moved By: Maxine Cannon

Seconded By: Gord Lomax

Be it resolved that By-Law No 823/07 being a by-law to confirm certain proceedings of Council of the Corporation of the Town of Latchford for its regular meeting held September 10,2007 be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

10. CLOSED MEETING

Resolution No. 07/366

Moved By: Larry Anderson

Seconded By: Mac Hamilton

Be it resolved that the Council for the Town of Latchford enter into a Closed Meeting at 9:15_ p.m. to discuss the following matters as set out in the Municipal Act, 2001 Section 239 (2);

- Personal matters about an identifiable individual, including municipal or board employees;
- A proposed or pending acquisition or disposition of land by the municipality or board;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

CARRIED

Resolution No. 07/367

Moved By: Mac Hamilton

Seconded By: Larry Anderson

Be it resolved that Council now arise from Closed Meeting at 10:10 p.m., with no report.

CARRIED

12. ADJOURN

Resolution No. 07/368

Moved By: Mike Cole

Seconded By: Jim Bennett

Be it resolved that Council now adjourn at 10:11 p.m. until the next regular meeting or call from the Mayor which will be Monday September 17th at 7:00 p.m.

CARRIED

**Dated at Latchford this 24th day
of September, 2007.**

Mayor

Clerk-Treasurer